The Defense Organizational Climate Survey (DEOCS) and Defense Organizational Climate Pulse (DOCP) are two survey tools that provide commanders and Department of Defense (DoD) leaders with important feedback about the current command climate within their unit or organization. In conducting the DEOCS or DOCP, it is recommended that commanders and leaders reach out to members of their unit or organization to inform them about the survey and its purpose, as well as encourage them to participate. This document provides e-mail templates for initial announcement and reminder e-mails that commanders and leaders can use to conduct survey outreach with members of their unit or organization.

* The BLUE text is required information. Do not edit this text.
* The RED text must be edited so that the communication is accurate for your unit or organization.
* The BLACK text may be edited as desired so that the communication is accurate and sounds natural coming from you.
* The reminder e-mail can be edited to be applicable for either the DEOCS or the DOCP.
* Do not forget to add your name to the bottom of each e-mail before sending.

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# DEOCS Announcement E-mail

Dear [Personnel] of [Unit/Organization Title],

I’m asking for your help. It’s time for our [unit | organization | Academy] to take the

Defense Organizational Climate Survey (DEOCS). Each year we assess our [unit’s | organization’s | Academy’s] command climate. Although it is a Service-level requirement, it is also very important to me that you have the opportunity to express your opinions about your work environment, and especially those work-related issues that concern you the most. Although the DEOCS is voluntary, your participation is strongly encouraged.

The DEOCS is an essential tool that helps us gauge the overall climate and culture within our [unit | organization | Academy]. Your honest and thoughtful responses will enable us to identify areas for improvement, strengthen our cohesion, and enhance our mission effectiveness. The DEOCS is confidential, so please answer the questions honestly, whether your opinions are positive or negative. Our DEOCS results will be critical for my understanding of any challenges facing our [unit | organization | Academy] and will help us take the actions necessary to ensure we are moving in the right direction. I will brief you and the [unit | organization | Academy] on the DEOCS after the survey closes.

I kindly request that you take the DEOCS by [deadline]. Your individual contribution matters, and collective participation will significantly assist us in fostering a positive environment. To access the DEOCS, please follow the instructions provided in the e-mail you received from [the DEOCS System | survey coordinator or designated point of contact]. If you encounter any difficulties or have questions, don't hesitate to reach out to [point of contact**]** for assistance.

**The DEOCS can also be accessed at the following link:** [**https://www.surveysdrc.com/DEOCS**](https://www.surveysdrc.com/DEOCS)

After submitting the DEOCS, you will have an opportunity for your voice to be heard on other important topics. You will be asked to input your DoD ID and date of birth to see if you are eligible for any additional DoD surveys. I urge each one of you to take part in any DoD survey you are eligible for so we can collectively inform future policies that affect our careers, benefits, and mission readiness. In addition to the link provided at the end of the DEOCS, other DoD surveys can also be accessed at [DoDsurveys.mil](https://forsmarshgroup.sharepoint.com/sites/DEOCS5.0-DEOCSTrainingandOutreach/Shared%20Documents/DCP%20User%20Support/DCP%20RESOURCES/DEOCS%20%26%20DOCP%20Resources/DoDsurveys.mil).

I want to emphasize that the DEOCS is not a mere formality but a valuable opportunity for you to shape the future of our [unit | organization | Academy] and the DoD as a whole. I thank you in advance for your dedication, commitment, and prompt action. Together, let's make our voices heard and bring about valuable change.

[Commanders/Leaders enter their own signature block]

# DOCP Announcement E-mail

Dear [Personnel] of [Unit/Organization Title],

I’m asking for your assistance. It’s time for our [unit | organization | Academy] to take the Defense Organizational Climate Pulse (DOCP) survey. Each year we conduct an assessment of our [unit’s | organization’s | Academy’s] command climate. Although it is a Service-level requirement, it is also very important to me that you have the opportunity to express your opinions about your work environment, and especially those work-related issues that concern you the most. Although the DOCP is voluntary, your participation is strongly encouraged.

The DOCP is an essential tool that helps us gauge specific aspects of the climate within our [unit | organization | Academy] and the survey takes less than 10 minutes to complete. Your honest and thoughtful responses will enable us to identify areas for improvement, strengthen our cohesion, and enhance our mission effectiveness. The DOCP is confidential, so please answer the questions honestly, whether your opinions are positive or negative. Our DOCP results will be critical for my understanding of any challenges facing our [unit | organization | Academy] and will help us take the actions necessary to ensure we are moving in the right direction.

I kindly request that you take the DOCP by [deadline]. Your individual contribution matters, and collective participation will significantly assist us in fostering a positive environment. To access the DOCP, please follow the instructions provided in the e-mail you received from [the DOCP System | survey coordinator or designated point of contact]. If you encounter any difficulties or have questions, don't hesitate to reach out to [point of contact] for assistance.

**The DOCP can also be accessed at the following link:** **<https://www.surveysdrc.com/DOCP_C>**

I want to emphasize that the DOCP is not a mere formality but a valuable opportunity for you to shape the future of our [unit | organization | Academy] and the DoD as a whole. I thank you in advance for your dedication, commitment, and prompt action. Together, let's make our voices heard and bring about valuable change.

[Commanders/Leaders enter their own signature block]

# DEOCS & DOCP Reminder E-mail

Dear [Personnel] of [Unit/Organization Title],

This is a reminder that it’s time for our [unit | organization | Academy] to take the [Defense Organizational Climate Survey (DEOCS) | Defense Organizational Climate Pulse (DOCP) survey.]. If you have already completed the survey, thank you. If you have not, please consider doing so now. Although the [DEOCS | DOCP] is voluntary, it provides you with a valuable and confidential opportunity to express your opinions about any work-related issues that concern you directly to leadership. Your opinions are invaluable and will be taken seriously.

The [DEOCS | DOCP] can be accessed at the following link:

[DEOCS: https://www.surveysdrc.com/DEOCS | DOCP: https://www.surveysdrc.com/DOCP\_C]

Please answer the questions honestly, whether your opinions are positive or negative.

Our [DEOCS | DOCP] results will be critical for helping me better understand any challenges facing our [unit | organization | Academy] and allow for me to plan effective actions to ensure we are moving in the right direction.

[Consider adding something personal here—something specific and unique from the commander’s/leader’s perspective. We find that personalized communications are more likely to be read, respected, and acted upon. For example, you might consider saying what the current response rate is and how that compares to the final response rate of the last DEOCS or DOCP administration for that unit (if you do this, consider also including the language “(As a reminder, I do not and will not know who completes the survey, however.)”]

Thank you for your participation in this important effort. [Add a personal “Thank You” message here.]

[Commanders/Leaders enter their own signature block]